

### **ANIMAL CONTROL OFFICER**

**DEFINITION:** Under general supervision, performs work of routine difficulty in enforcing ordinances and laws of the Navajo Nation that pertain to the control of problem animals, domestic or wild, which may present a danger to themselves or the general public; patrols and investigates complaints; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Patrols assigned areas and monitors for animal control problems; responds to complaints regarding animals behaving in a threatening manner or being a nuisance; issues warnings and citations to owners who violate ordinances or laws; files citations and offense reports with courts; testifies in court as needed; prepares required reports; maintains records and documentation regarding animal control.

Uses firearms in the control and disposal of predators and wild dogs; uses tranquilizer devices to immobilize problem animals; picks up stray and unwanted dogs and cats; euthanizes unwanted, unclaimed, sick and/or injured animals; investigates livestock damage cases involving dogs and other animals; investigates bite incidents, quarantines biting animals for observation according to established guidelines; operates and maintains animal control vehicle; uses a variety of devices including ropes and/or nets to catch and secure animals for transport to animal shelter.

Works with other agencies to assist with rabies vaccinations, neuter and spay clinics; cleans and maintains animal shelter; responds to calls to pick up and dispose of dead animals; feeds and cares for animals in shelter; answers calls regarding animal control issues; presents and educates the public regarding animal control related safety and health issues and proper animal care.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation ordinances and laws governing animal control.

Knowledge of animal control methods and techniques.

Knowledge of the basic care and feeding of animals.

Knowledge and skill in the use of firearms.

Skill in the use of a variety of animal control equipment.

Skill in preparing and maintaining written reports.

Skill in verbal and written communication.

Ability to read, understand and interpret relevant laws, regulations, procedures and instructions.

Ability to enforce laws tactfully, firmly and impartially.

Ability to exercise judgment in dealing with a variety of issues and problems.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires frequently lifting over 50 lbs. Work is typically done in an outdoor setting with exposure to potentially hazardous situations involving animals.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and one (1) year of animal control or related experience.

THE NAVAJO NATION

Class Code: 3185  
Natural Resources and Parks Series  
Wildlife Management Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

### **ANIMAL CONTROL OFFICER**

#### **PREFERRED QUALIFICATIONS:**

- Animal Control Officer Certificate from National Animal Control Association (NACA) Training Academy, Level I, II, and III.

#### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

#### **Supplemental Requirements:**

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit, a first Aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire; and obtain an Animal Control Officer certificate from the National Animal Control Associate (NACA) Training Academy, Level I, II and III – Euthanasia Certification, Bite Stick certification, chemical Immobilization Certification and OCAT (pepper Spray) Certification and a Navajo Nation Commissioned Law Enforcement Officer Certification within one (1) year of date of hire. Must have no misdemeanor convictions within the past one (1) year prior to date of hire and must have no felony convictions.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment